



Client Enrichment Series

Welcome to today's presentation on:

Overtime Utilities

the presentation will start at 2:00 p.m. Eastern time

Please mute your phones

You have the ability to send questions to the meeting host through the chat window. The presenter will answer as many of the questions as possible at the end of the presentation. All questions will be captured, and answers sent to all participants within 2 weeks.

If there are multiple attendees at your location, please indicate your city and the number in your group in the chat window (i.e. San Francisco – 3)



Client Enrichment Series

Overtime Utilities

Hosted by: Dawn Warner, Regional Account Manager

Presented by: James Policano, Overtime Utilities Specialist,
Office of Facilities Management and Services Programs,
GSA Central Office



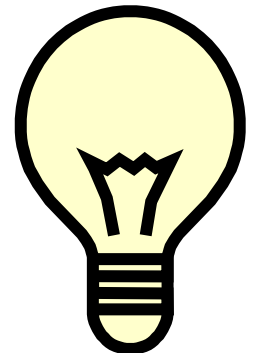
GSA Public Buildings Service

Topics

- Basics of Overtime Utilities
- Overtime Utility Estimating
- From Request to Payment
- Size of Overtime Utilities Program
- Reducing Energy Consumption

What is Standard Level of Service?

- Standard Level of Service
 - The standard level of service covered by GSA Rent is comparable to those furnished in commercial practice.



Standard Service

- FMR on Pricing Policy (41CFR102-85.165)
 - They are based on an effort required to service the customer agency's space for a 5-day week (Monday to Friday), one-shift regular work schedule."
- Hours of Operation
 - 10 hours per day, 5 days per week excluding Federal Holidays
 - Operating hours established by largest tenant
- Standard Services: Defined for a general use "office" building
 - Utilities
 - Mechanical Services (Heating and Cooling)
 - O&M of Building Equipment
 - Custodial Services

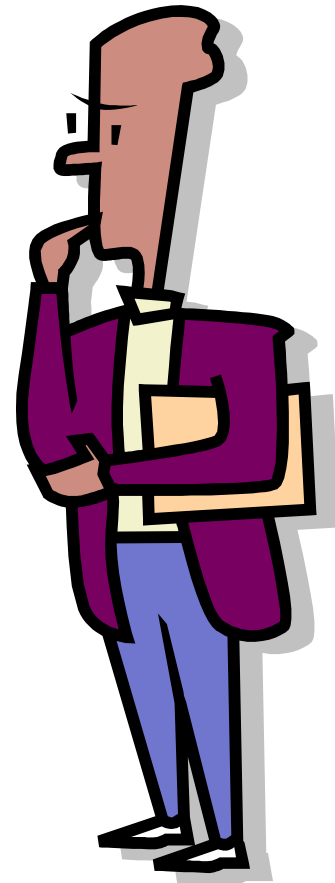
Standard Level of Service

How is the Standard Level of Service Factored into Rent?

- Federal Space
 - Operating Expenses from Appraisals
- Leased Space
 - Pass-thru of Operating Expenses in Lease

What is not Standard Level of Service?

**Above
Standard
Services**



What if I operate more than 10 hours?

- Typical Office Space
 - One 10-hour shift, 5 days a week (Monday through Friday, excluding Federal Holidays) is included in the rent .
 - No unique heating or cooling requirement.
 - All other hours are reimbursable.
- Above Standard Space (Computer Rooms, Labs)
 - These spaces are not considered typical office space.
 - The Operation, maintenance, and additional utility costs are reimbursable for all hours of operation and are considered overtime utilities.

Incidental usage

- An individual employee comes in on a Saturday for a few hours or comes in early or stays late on a normal Monday through Friday workday. What Do I Do?
 - PBS defines "incidental basis" as: unplanned or nonrecurring use of office space outside the established standard operating hours and when such use of assigned space does not significantly increase utility consumption.
 - When building management personnel are required to activate Heating Ventilation and Air Conditioning or override programmed lighting or other systems, or tenants are working on a recurring basis then it is no longer considered incidental and an Overtime Utilities RWA is required.

Frequently Asked Questions

- If GSA installs special equipment to support agency program, do I have to pay for its maintenance?
- Answer: Yes , you reimburse GSA for maintaining this “customer program” equipment and its support space or conditioning.
 - Examples: uninterrupted power systems (UPS), motor generator sets, laboratory equipment, and special-purpose incinerators.
 - Supplemental heating, ventilation, and air-conditioning for computer rooms are reimbursable.

Frequently Asked Questions

- What is the typical annual Overtime Utility (OU) estimate and Reimbursable Work Authorization (RWA) time frame?
 - Send in your annual OU requests by **June 30th**
 - Annual OU estimates are entered into the system by **Aug 1st**
 - Send the OU estimates to the agencies by **September 1st**
 - Agency sends back the signed RWA to GSA by **Oct 15th**

Frequently Asked Questions

- What happens if I don't have an RWA in place by Oct 15th?
 - We start the escalation process
 - Second letter gets sent out
 - Central Office gets involved



So....

Any services beyond the standard hours or service levels are:

Overtime Utilities

The Overtime Utilities Process

**Before Rendering
the Service, We
Estimate the Cost
of the Service
Requested**

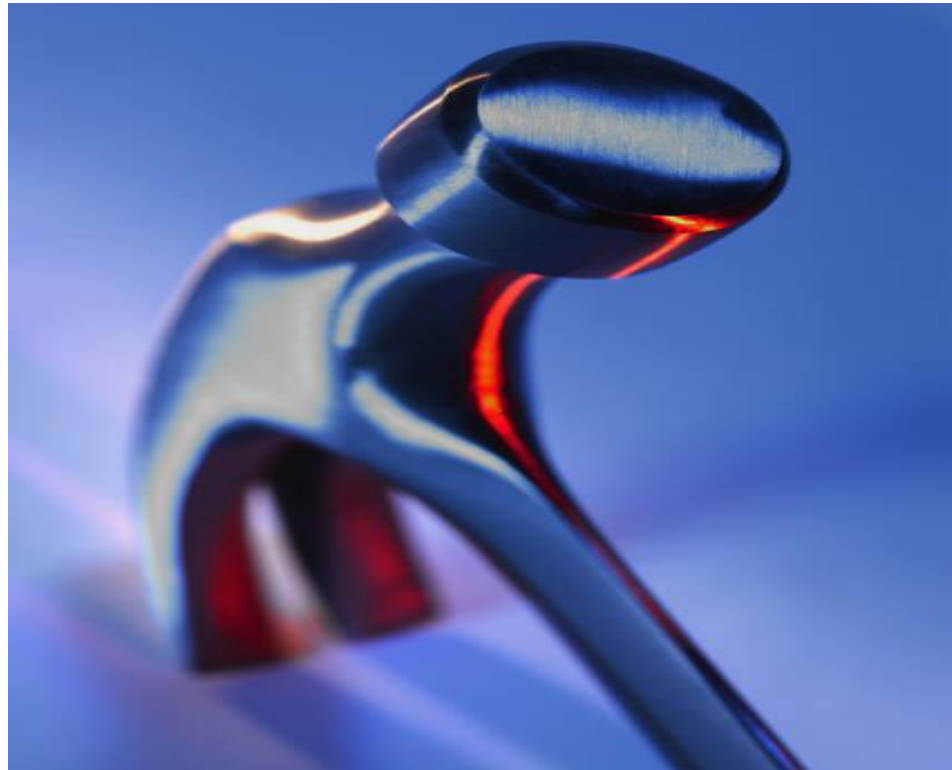


The Overtime Utilities Estimate

- What is an Overtime Utilities Estimate?
 - An estimate of the cost of utilities and related costs that are over and above the standard utility costs as outlined in the PBS Pricing Policy.


The Overtime Utilities Estimate

WE HAVE A TOOL!!



Tool - History

- **Through Early 2000's**
 - Estimating done by GSA Property Managers based on a variety of methods.
- **Mid 2000's Through FY2008**
 - Estimates completed using a standard Excel template.
- **Since FY2009**



Overtime Utilities Estimating Tool (OUET) Overview

OUET - Basic Information

BASIC INFORMATION		
<u>Est. Tracking No.:</u> OUNY152512205013		<u>Estimate Status:</u> Approved
Estimate Total: \$126,670.39		Creation Date: 07/23/2012
*Estimated Start: 10/01/2012	Estimated End: 09/30/2013	Fiscal Year: 2013
Land Point Of Entry(LPOE)?: <input checked="" type="radio"/> No <input type="radio"/> Yes	Data Center/Server Room?: <input checked="" type="radio"/> No <input type="radio"/> Yes	
*Primary Worksite (Building) No:	<div></div>	
Primary WorkSite (Building) Name:		
Address :		
City :		
Zip Code :		
* <u>Requesting Agency Bureau Code:</u>	<div></div>	
<u>Requesting Agency Bureau Name:</u>		
*RWA Type: R	*PBS Organization Code: P0225300	
<u>RWA Number:</u>	*Office Symbol: 2PSBB	
<u>Estimate Label:</u> Child Estimate		

OUET – Fuel Costs

OVERTIME UTILITY ESTIMATE									
FUEL COSTS								FUNCTION CODE	
% Occupied <small>(% of building occupied by Agency)</small>	Total Fuel Cost <small>(use link if data is not known) EUAS</small>	Number Of Months <small>(when costs were incurred)</small>	Type Of Utility	Escalation <small>(from utility or historic data)</small>	Per Hour Fuel Cost <small>(for this year)</small>	Number Of Hours <small>(from section above)</small>	Override Hours <small>(enter here to override above hours)</small>	Total Cost <small>(per utility)</small>	FUNCTION CODE COST BREAKDOWN
1.63%		12	STEAM		\$0.00	2557.0		\$0.00	Continuing Resolution \$0.00
1.63%	\$1,912.00	12	OIL		\$0.22	2557.0		\$9.07	Miscellaneous \$0.00
1.63%		12	CHILLED WATER		\$0.00	2557.0		\$0.00	PGA11 Janitorial \$0.00
1.63%	\$369,509.34	12	GAS		\$42.18	2557.0		\$1,753.33	PGA31 Gas \$1,753.33
TOTAL COST FOR FUEL								\$1,762.40	PGA32 Water \$1,687.80
									PGA33 Electric \$118,536.31
									PGA34 Steam \$0.00
									PGA36 Oil \$9.07
									PGA37 Chilled Water \$0.00
									PGA42/PGA47 Mechanical \$4,583.89
									PG981 Overhead (recurring) \$100.00
									PG982 Overhead (non-recurring) \$0.00
									TOTAL \$126,670.39
Sub-Metered Utilities				Units	Quantity	Unit Cost	Comments	Total Cost	
PURCHASED CHILLED WATER								\$0.00	
PURCHASED STEAM								\$0.00	
PURCHASED HOT WATER								\$0.00	
ELECTRIC								\$0.00	
TOTAL COST FOR SUB-METERED UTILITIES								\$0.00	
CONDENSER WATER CONSUMPTION					Price per Gallon \$0.0066	Calculator To convert cubic feet of water to gallons, enter the cubic feet of water in the box to the right		Cubic Feet	Gallons
Evaporation Rate	Load	Tons	Gallons Evaporated	Blowdown Gallons / Ton	Total Blowdown Gallons	# Of Hours	Override Hours	Total Cost	
1.6	25.00%	770	308.00	0.03	5.78	815.0		\$1,687.80	
Proceed >>>									

OUET – Maintenance Feeder

MAINTENANCE FEEDER

INDIVIDUAL EQUIPMENT ITEMS

PM	Description	Equipment Number	Agency	Building	For Cooling	For Heating	Annual Standard	Size	Unit	*Conversion Rate	*Load	*RunTime	Total KW	
A-11	CELL EXHAUST FANS	F10, 11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.50	2.24	KW	1.0000	50%	100%	1.12	
B-2	BOILER	B1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40	22.50	KW	1.0000	50%	100%	11.25	
A-7	COMP AC UNIT	USMS COMP1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	12.00	KW	1.0000	50%	100%	6.00	
A-7	AC unit 2	ac2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	5.00	Tons	1.2000	50%	100%	3.00	
A-7	AC unit 3	ac3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	5.00	Tons	1.2000	50%	100%	3.00	
A-7	AC unit 1	AC1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	7.50	Tons	1.2000	50%	100%	4.50	
P-4	HEATING PUMPS	HWP-1, 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6.50	33.50	KW	1.0000	50%	100%	16.75	
P-4	CONDENSER WATER PUMPS	CWP-1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.50	130.50	KW	1.0000	50%	100%	65.25	

OUET – Equipment Costs

EQUIPMENT COSTS

HVAC Equipment

Equipment					Season	Total KW	# of Hrs	Cost Per KW	Total Cost
Air Handlers,Pumps,Towers,Chillers,Package Units					Cooling	66.37	815.00	\$0.2119	\$11,462.00
Air Handlers,Pumps,Towers,Chillers,Package Units					Heating	29.12	1742.00	\$0.2119	\$10,749.06
Equipment	Run time	Load	Total KW for All	Override Hours	Total KW	# of Hrs	Cost Per KW	Total Cost	
Other Electrical	100%	75%	0.00	0.00	0.00	2557.00	\$0.2119	\$0.00	

Lighting,outlets

Equipment	Total SQFT	Override SQFT	AVG KW per SQFT	Override Hours	# of Hrs	Cost per KW	Total Cost
Lighting,Outlets	10000		0.0025	1742.00	2557.00	\$0.2119	\$9,228.25

Labor

Hrs. for Mechanical	Hrs. For Agency A	Hrs. For Agency B	Hrly. Price for Mechanical	Hrly. Price for Janitorial	Hrs. for Janitorial	Mechanical Supplies	Janitorial Supplies	Total Cost
			\$65.32					\$0.00

Proceed >>>

OUET – Additional Program Equipment

OVERTIME UTILITY ESTIMATE

Additional Program Equipment

Equipment	RunTime	Load	Total KW	# Of Hours	CostPerKW	Total Cost	
Computer Equipment	100%	100%	15.12	8760	\$0.0686	\$9,086.15	
	100%	75%	0.00	0	\$0.0686	0.00	
	100%	75%	0.00	0	\$0.0686	0.00	
	100%	75%	0.00	0	\$0.0686	0.00	
Total Cost for additional program equipment:						\$9,086.15	

Proceed >>>

FUNCTION CODE

FUNCTION CODE COST BREAKDOWN

	Continuing Resolution	\$0.00
	Miscellaneous	\$0.00
PGA11	Janitorial	\$0.00
PGA31	Gas	\$0.00
PGA32	Water	\$0.00
PGA33	Electric	\$25,938.54
PGA34	Steam	\$0.00
PGA36	Oil	\$0.00
PGA37	Chilled Water	\$41,663.31
PGA42/ PGA47	Mechanical	\$1,217.06
PG981	Overhead (recurring)	\$100.00
PG982	Overhead (non-recurring)	\$0.00
	TOTAL	\$68,918.91

OUET – Cost Summary

COST SUMMARY

FUEL COST AND SUBMETERED UTILITIES	\$1,762.40
CONDENSER WATER CONSUMPTION	\$1,687.80
HVAC EQUIPMENT COST	\$22,211.06
ADDITIONAL PROGRAM EQUIPMENT	\$87,097.00
LIGHTING, OUTLETS	\$9,228.25
MECHANIC & JANITORIAL LABOR	\$0.00
PASS THROUGH FACILITY COST	\$0.00
EQUIPMENT MAINTENANCE FOR BUILDING EQUIPMENT	\$1,644.49
EQUIPMENT MAINTENANCE FOR AGENCY EQUIPMENT	\$2,939.40
CONTINUING RESOLUTION	\$0.00
<u>MISCELLANEOUS COST</u>	\$0.00
<u>OVERHEAD FEE</u>	\$100.00
TOTAL FIXED PRICE ESTIMATE FOR OVERTIME UTILITY REQUEST	\$126,670.39
TOTAL COST PER HOUR	\$49.50

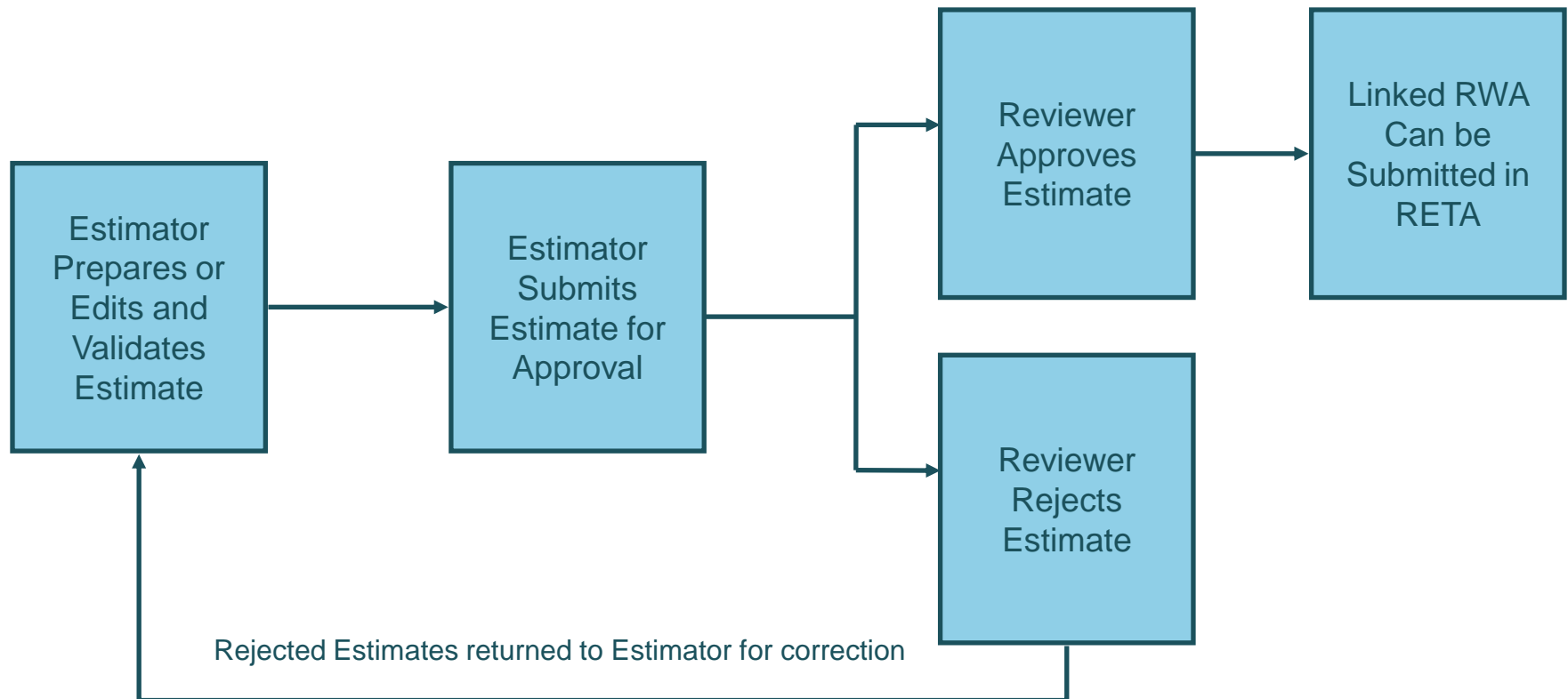
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OUET – Estimate

I. BASIC INFORMATION		FUNCTION CODE COST BREAKDOWN		
Estimate Tracking Number	OUNY152512205013 (Child Estimate)			
Requesting Agency (AB Code)				
RWA Number			Continuing Resolution	\$0.00
Dates	10/1/2012 ---- 9/30/2013		Miscellaneous	\$0.00
Building name		PGA11	Janitorial	\$0.00
Building #		PGA31	Gas	\$1,753.33
Border Station Building #	No	PGA32	Water	\$1,687.80
Address		PGA33	Electric	\$118,536.31
Data Center/Server Room	No	PGA34	Steam	\$0.00
Total BLDG Rentable SQFT	615162	PGA36	Oil	\$9.07
OT Square Footage Used	10000	PGA37	Chilled Water	\$0.00
Hourly Rate for Mechanics	\$65.32	PGA42/PGA47	Mechanical	\$4,583.89
Number Of Agencies Sharing Use (Default is 1)	1	PG981	Overhead (recurring)	\$100.00
Projected KWH AND KW Cost/Hr (usage and demand rates)	USAGE RATE	DEMAND RATE	PG982	Overhead (non-recurring)
	\$0.2119	\$0.00		\$0.00
			TOTAL	\$126,670.39
COST SUMMARY				
FUEL COST AND SUBMETERED UTILITIES				\$1,762.40
CONDENSER WATER CONSUMPTION				\$1,687.80
HVAC EQUIPMENT COSTS				\$22,211.06
ADDITIONAL PROGRAM EQUIPMENT				\$87,097.00
LIGHTING, OUTLETS				\$9,228.25
MECHANIC & JANITORIAL LABOR				\$0.00
PASS THROUGH FACILITY COST				\$0.00
EQUIPMENT MAINTENANCE FOR BUILDING EQUIPMENT				\$1,644.49
EQUIPMENT MAINTENANCE FOR AGENCY EQUIPMENT				\$2,939.40
CONTINUING RESOLUTION				\$0.00
MISCELLANEOUS COST				\$0.00
OVERHEAD FEE				\$100.00
TOTAL FIXED PRICE ESTIMATE FOR OVERTIME UTILITY REQUEST				\$126,670.39



OU Estimate Quality Control



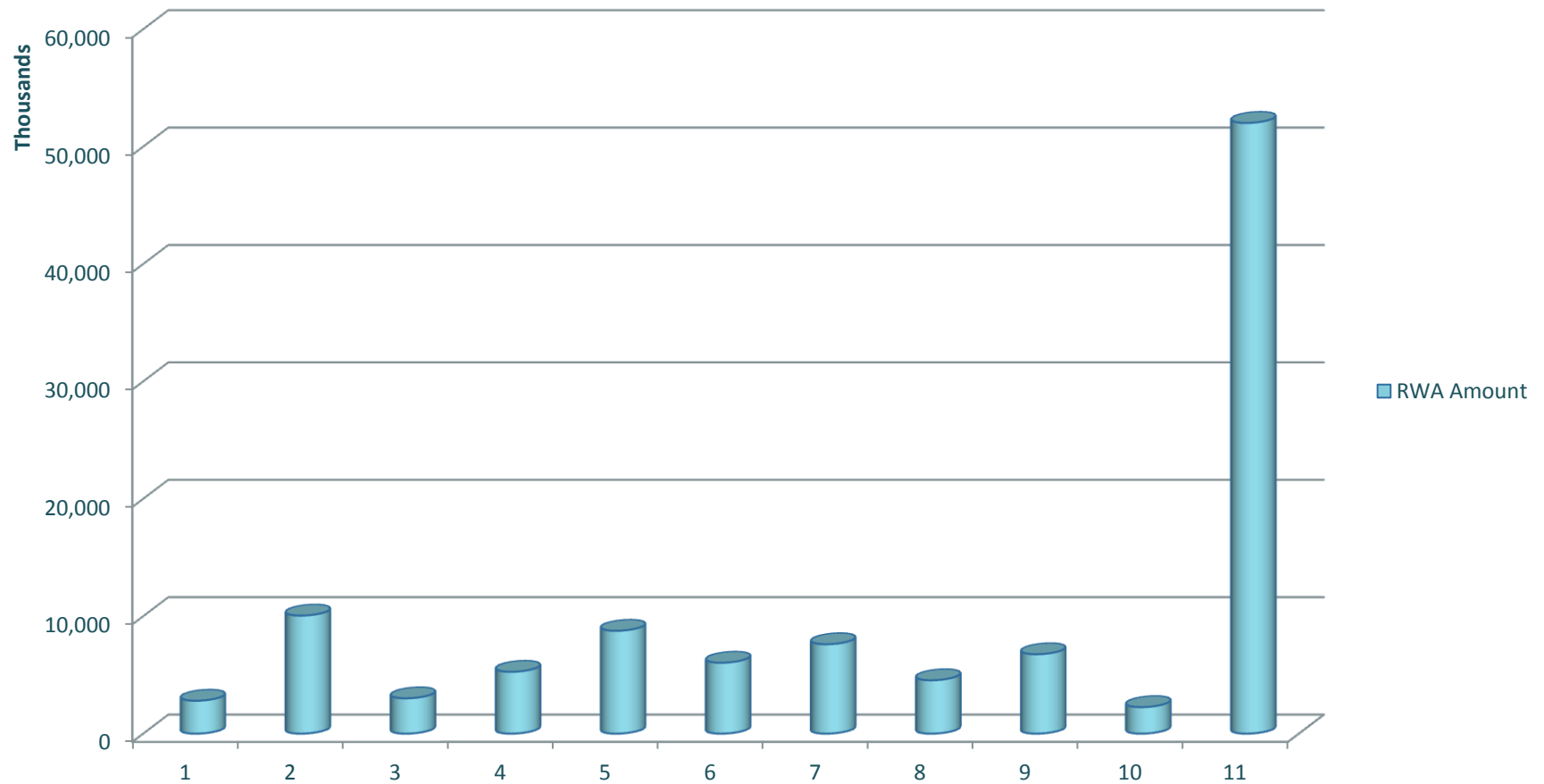
How Do You Pay for Overtime Utilities?

- Through an RWA
 - An RWA is an agreement between the GSA and a customer where PBS agrees to provide material and services and the customer agency agrees to reimburse GSA.
- Through an Occupancy Agreement (OA)
 - Reimbursable services can be setup on OAs.

How Much Do You Use By GSA Region?



Overtime Utilities – Nationwide glance



Overtime Utilities – Nationwide glance

	2013	
Region	RWA Count	RWA Amount
1	178	\$2,799,296
2	201	\$10,051,188
3	222	\$3,004,610
4	389	\$5,264,337
5	306	\$8,756,995
6	207	\$6,035,951
7	338	\$7,612,981
8	163	\$4,543,601
9	356	\$6,758,196
10	159	\$2,256,663
11	180	\$52,014,349
Grand Total	2,699	\$109,098,167

What Can You Do to Save Money and Energy?



Energy Saving Ideas

- Install Area Specific HVAC Systems
- Reduce Hours
- Combine Data Centers
- Smart Building Technology
- Check Temp Set Points in Data Centers and Office Space

Executive Orders and Public Laws

- **Executive Order 13423**
 - Energy efficiency and reductions in greenhouse gas emissions.
 - Use of renewable energy.
 - Reduction in water consumption intensity.
 - Acquisition of green products and services.
 - Pollution prevention, including reduction or elimination of the use of toxic and hazardous chemicals and materials.
 - Cost-effective waste prevention and recycling programs.
 - Increased diversion of solid waste.
 - Sustainable design/high performance buildings.
 - Electronics stewardship.

Executive Orders and Public Laws

- **Executive Order 13514**
 - Federal Leadership in Environmental, Energy, and Economic Performance mandates Federal agencies reduce potable water use intensity relative to their 2007 baseline by 26% total reduction by FY2020 (while targeting an annual reduction in water use of roughly 2% annually).
- **The Energy Independence and Security Act of 2007 (Public Law 110-140)**
 - requires Federal agencies to improve energy efficiency by 30% by end of FY 2015 as compared to the 2003 baseline (while targeting an annual reduction in energy use of roughly 3%).

Questions?

Contacts

- Property Manager
- Region Account Managers (RAMs)
 - Dawn Warner
 - Regional Account Manager
 - GSA Region 8
 - 303 236 3396 office
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 - Dawn.Warner@gsa.gov

Thank you for joining us today for a discussion on **Overtime Utilities**

- **Future sessions**
 - December 30 – Introduction to Total Workplace
 - January 16, 2014 – Voice of the Customer

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- February – Introduction to Sustainability
- March - Introduction to Requirements Development
- April – Introduction to Project Management Practices
- May – Introduction to eRETA and VCSS Updates
- June - Introduction to the Federal Acquisition Service (FAS)

TODAY – Overtime Utilities

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